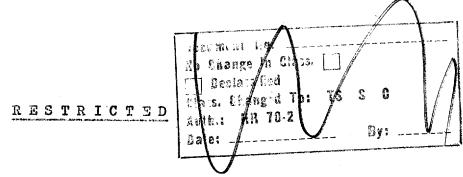
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Contact Branch Training Course for Administrative Assistants

Conference Room (No. 1276) "Q" Building

Monday, 2 May 1949

!	Time	Lecturer	Subject
25X1	9:00 9:10	Mr. George G. Carey	Welcome
25X1	9:10 10:15.	Mr. Lyman B. Kirkpatrick	National Security Organization and CIA
	10:15 10:45	Break	
25X1	10:45 11:15		Source Division
	11:15 12:15		Collection Directives Case Files
	12:15 1:30		
	1:30 2:30		Index Section
	2:30 3:45		Office of Collection & Dissemination Library
	3:45 4:00		
	4:00 5:00		Office of Reports & Estimates
	4	•	



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Tuesday, 3 May 1949

	Time	Lecturer	Subject
25X1	8:30		Reports Division
	9230		
: 	9:30		Foreign Language Examinations
	9:45		,
	9:45		
1	10:15		
	10:15		Personnel Security
	10:45		
:	10:45		Physical Field Security
!	12:00		
	12:00		
	1.400		·
: : !	1:00 1:15		Administration Executive Office
:• :	•		·
4 :	11:15 3:200		Forsonnel, Classification and Employee Relations
! !	ნ ∗00		
	8 : 1. 5		·
	0:15		Supply and Property
	4-15		
	4-a 1.5		
	5-4 00		Transportation and Transportation Requests
			Desymani Es.
			no Charge in Class.
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Wednesday, 4 May 1949

	Time	Lecturer	Subject	
5X1	8:30 9:00			25)
	9:00 9:45		Alien Section	
	9:45 10:15			
	10:15 11:30		Communications	
	11:30 12:00		Administration & Management	
	12:00 1:00	Lunch		
	1:00 5:00	Captain John Tietgen 100 Central Bldg.	Hedical Examination	

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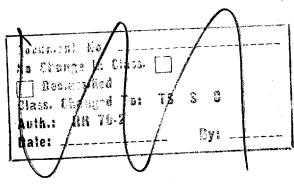
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Thursday, 5 May 1949

<u>Tir</u>	ie .	Lecturer		Subject
25X19:0	00			Budget
10: 10:				•
10:				Payrol1
11:				
12:				Vouchered Petty Cash
1:3 2:3				Travel
2:3 3:0				Summary
3:0 3:3				•
3:3 5:0			· · ·	Unvouchered Funds



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Friday, 6 Lay 1949

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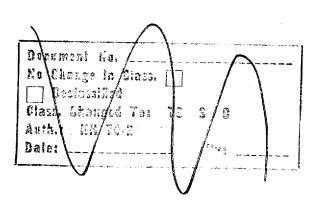
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bubject.

General Assembly

is. Lyran B. Kirkpetrick

Goodbye



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